# **Y ENRICHMENT COUNSELOR**

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| Job Title**: Y ENRICHMENT Counselor** | Job Code: XXXX |
| FLSA Status: Part Time, Non-exempt | Job Grade: XX |
| Reports to: Youth Program Director | Revision Date: 12/3/2019 |
| Leadership Level: Leader | Primary Function/Department: Youth & Family |

**POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direct supervision of the Youth Program Director or designated supervisor, Y Enrichment Counselors work to build relationships, build upon goals, create an inclusive environment, and have fun!

**OUR CULTURE:**   
Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world.**We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

**ESSENTIAL FUNCTIONS:**

1. Facilitate tutoring/homework time and provide quality assistance to students. Provide additional options for those with limited work.
2. Facilitate program activities and curriculum to meet YMCA objectives under the direction of the Youth Program Director.
3. Promote a professional work environment through character development by modeling the values of caring, honesty, respect and responsibility.
4. Be directly responsible for the supervision, behavior management and safety of an assigned group of students. Maintain sight and sound supervision.
5. Implement scheduled activities and schedule in a way that promotes and models the 4 character values.
6. Prepare and clean up needed supplies and materials for daily activities.
7. Actively participate in organized games and activities, including but not limited to, swimming, teambuilding activities, and arts and crafts.
8. Follows all policies, procedures, and standards as established by the law, the YMCA, or North Carolina Childcare Licensing. (e.g., safety or emergency procedures, behavior guidance strategies, child abuse prevention policies); makes ADA accommodations where appropriate; and maintains the program site, equipment.
9. Communicate immediately with Director or designated staff if there is a conflict with the staff schedule.
10. Attend staff meetings and trainings as scheduled.
11. Performs all other duties as assigned.

**LEADERSHIP COMPETENCIES:**

*Change Leadership:* Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.

*Collaboration:* Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors’ communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

*Program/Project Management:* Ensures program or project goals are met and intended impact occurs.

**QUALIFICATIONS:**

* High school diploma or equivalent; Bachelor’s degree preferred.
* Current state teaching certification preferred.
* Previous experience working with children, preferably in a classroom.
* Excellent at working with technology, previous experience required.
* Have the ability to actively participate in all games and activities, and embody the YMCA’s core values: Caring, Honesty, Respect, and Responsibility.
* Ability to develop positive, authentic relationships with people from different backgrounds.
* Demonstrated organization and communication skills
* Certifications required within 30 days of hire: American Red Cross CPR/AED and First Aid; the following training provided by the Y: Appropriate Touch, Child Sexual Abuse Prevention, Managing your Risk of Exposure to Bloodborne Pathogens, Aquatics Safety at the Pool, Hazard Communication for Employees, Social Media & Digital, Communications, Safe Lifting, Harassment Prevention, Preventing Member and Guest Slips, Trips, and Falls, Risk Management 101Demonstrated ability to work with diverse populations

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

* The employee frequently is required to stand, walk, sit, use hands, handle objects, to hold or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl and talk and hear.
* Ability to perform a variety of physical activities with program participants which may include, but are not limited to, walking, standing for long periods of time, running, and throwing.
* The employee must occasionally lift and/or move up to 50 pounds.
* Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
* The noise level in the work environment is usually moderate to high.

**SIGNATURE:**

I have reviewed and understand this job description.

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Employee’s name Employee’s signature

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_